

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 6**

**March 15, 2018**

**SUBJECT: ELECTRONIC PROBABLE CAUSE DETERMINATION/  
DECLARATION – REVISED**

**PURPOSE:** The purpose of this Order is to revise Department Manual Section 4/216.16, *Electronic Probable Cause Determination/Declaration*, to be consistent with current procedures.

**PROCEDURE:** This Order revises Department Manual Section 4/216.16, *Electronic Probable Cause Determination/Declaration*. Attached is the revised Department Manual Section with the revisions indicated in italics.

**AMENDMENT:** This Order amends Section 4/216.16 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachment

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VOLUME IV  
Revised by Special Order No. 6, 2018**

**216.16 ELECTRONIC PROBABLE CAUSE DETERMINATION/DECLARATION.**

**Arresting Officer's Responsibilities.** Upon the completion of an arrest report that requires a *Probable Cause Determination/Declaration (PCD)*, the arresting officer *shall* access the *Los Angeles County-Information Systems Advisory Body (ISAB)* website, via the "e-PCD" link under the Applications menu in the Department's Local Area Network (LAN) homepage or type <https://epcdfed.lasd.org/epcdfedid/> in the address bar of the LAN homepage. The officer *shall* enter his or her *Serial No.* in the "Username" and use his or her LAN password to log into the *LA County Sheriffs Applications* website. A *Homeland Justice Systems Inc., Smart Xchange* page will appear. Click on "Run" to enter the system. Your current unit of assignment will appear. If correct, click next. If it is different, follow the directions on the site. Upon logging into the *ISAB* website, officers *shall*:

- Complete an e-PCD for each adult arrestee and adequately document the probable cause for the arrest;
- Click on "Create New PCD" under the "Main Menu" tab;
- Follow the form and complete each required box;
- Click on the "I electronically SUBMIT to Supervisor" button to electronically submit the e-PCD to the watch commander for approval; and,

*Note: The officer shall close out of the e-PCD entry submitting for first-level review; otherwise, the watch commander is unable to return it for corrections if rejected.*

- Monitor their *emails* for e-PCDs that are returned for correction from the watch commander. Officers *shall* make the necessary correction and resubmit the e-PCD.

The processing of an e-PCD eliminates the requirement for attaching a hard copy PCD to the original arrest report. In the event an officer cannot complete an e-PCD (e.g., juvenile arrest or the system is down), the officer *shall* complete a hard copy PCD consistent with past practices.

**Watch Commander's Responsibilities.** The watch commanders *shall* log into the *Los Angeles County-ISAB* website at the start of his or her shift to ensure there are no "READY FOR 1<sup>st</sup> LEVEL REVIEW" or "PCD DENIED" e-PCDs. When reviewing an arrest report, watch commanders *shall*:

- Click on "Need Approval My Station;"

*Note: The system is color-coded, with green meaning 24-28 hours remaining, orange meaning less than 24 hours remaining, and red meaning less than 12 hours remaining.*

- Locate any e-PCDs that are "READY FOR 1<sup>st</sup> LEVEL REVIEW;"
- Review the e-PCD related to the arrest report;
- Ensure an e-PCD is submitted for each arrestee;
- Ensure the e-PCD is accurately completed and that the probable cause is adequately documented;

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- Upon approval, click the "*I APPROVE*" button to forward the e-PCD to a magistrate for review; *and*,
- *Prior to logging off, ensure that there are no open or rejected e-PCDs.*

**Note:** If not approved, the watch commander *shall* electronically send the e-PCD back to the concerned officer. *This is completed when the supervisor clicks on the "I REJECT this PCD."* The e-PCD is then emailed to the officer for corrections. The watch commander *shall* also ensure that the concerned officer acknowledges the disapproval.

Watch commanders *shall* continuously monitor the "*Granted/Denied My Station*" during their shift for e-PCDs that have been rejected by the magistrate. *The e-PCD will show as "PCD DENIED" in red. Click on the "Judicial Approval/Denial" at the bottom of the page and either "Element Missing" or "The suspect not adequately connected to crime" will be indicated. A new e-PCD will have to be completed, reviewed and submitted to the court.*

**Note:** If the watch commander becomes aware of an e-PCD rejected for "*PCD Denied*" and the expiration date and time has passed, there is no need to submit a new e-PCD. Custody Services Division (CSD) cannot hold arrestees more than 48 hours without a finding of probable cause. The arrestee will have been released from custody.

In the event the e-PCD system is down, the watch commander *shall* ensure that the arresting officer completes a hard copy PCD and attach a copy of the related arrest report. The watch commander *shall* ensure the signed PCD and the copy of the arrest report *are* forwarded to a magistrate for review.

**Custody Services Division's Release Desk Responsibilities.** The Custody Services Division *Release Desk personnel* are responsible for monitoring the *Los Angeles County-ISAB* website to ensure that a finding of probable cause was present for each arrestee. If such a finding is not present within 24 hours of receiving the arrestee, the release desk or designee *shall*:

- Promptly notify the arresting *Area/division's* watch commander;
- Follow-up with the watch commander to ensure receipt of the notification; *and*,
- Record the arresting *Area/division* watch commander's name and serial number *on CSD's PCD due out list form.*

If the arrestee's offense is a serious felony, *defined under California Penal Code §1192.7(c)*, CSD *shall* use reasonable efforts to make a second notification *to the watch commander of the arresting Area/division* prior to releasing the arrestee. In the event the e-PCD system is down, CSD personnel *shall* verify the status of the PCD via the Network Communication System (NECS) or telephonically contact the appropriate court.

**Record Unit's Responsibility.** The processing of an e-PCD eliminates the requirement for attaching a hard copy of an adult PCD to the arrest report.

**Area Commanding Officer's Responsibility.** Each Area commanding officer is responsible for ensuring compliance with this *manual section*.